

**Kentucky State Board of Physical Therapy**

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**PHYSICAL THERAPIST  
PHYSICAL THERAPIST'S ASSISTANT  
EXAMINATION CANDIDATE INSTRUCTIONS**

I. To qualify as a candidate for Physical Therapist licensure or Physical Therapist's Assistant certification by examination in Kentucky, a USA educated applicant must:

- ❖ Successfully complete a CAPTE accredited Program in Physical Therapy. Certification of your completion must be sent in writing to the Board by the Director of the Physical Therapy Program;
- ❖ Submit a satisfactorily completed licensure application form,
- ❖ Pay the correct fee to the Board,
- ❖ Register online for the examination at <https://www.fsbpt.net/pt>. We prefer candidates use online registration. However, if you cannot register online, contact us and request the scannable forms and payment info regarding exam registration with the FSBPT, and
- ❖ Have, within the two previous years, completed a Kentucky Cabinet for Health Services (CHS) approved course of FOUR or more hours of the transmission, control, treatment and prevention of human immunodeficiency virus infection and AIDS.

II. To become fully licensed or certified you must, in addition, successfully complete the National Physical Therapy Examination (NPTE); a computer based examination.

**SPECIFIC INSTRUCTIONS**

**1) APPLICATION FOR PHYSICAL THERAPIST LICENSURE or PHYSICAL THERAPIST'S ASSISTANT CERTIFICATION.** Complete and return the "profession specific" licensure application which, with the billfold sized or passport picture attached, must be signed before a notary public. Picture is to be head and shoulders only, at least 1" x 2", and no greater than 2" x 3".

All application information must be submitted completely, including your full name (no abbreviations, initials). You must personally sign all completed application materials. All questions on the application must be complete before you sign the affidavit before a Notary. You **MUST** furnish your own residence address on the application form but may request in a separate letter that correspondence be sent to you through another address. You should obtain assurance from the 3rd party that all Board mail will be forwarded directly to you.

**2) APPLICATION FEE + EXAMINATION FEE + PROMETRIC CENTER FEE:**

The total fees include: (a) the licensure application fee of \$170 +, (b) the actual cost of the examination to the FSBPT of \$285 + (c) the Prometric Registration Center Fee (\$65 for PT Candidates & \$50 for PTA Candidates).

**The three fees referenced above will be paid separately:**

- a) **The Board application fee of \$170 is to be made payable to the "KY State Board of Physical Therapy," cashier's or certified check or money order, and sent with your application for licensure to the Kentucky Board office.**
- b) **For online registration, instructions regarding payment of the examination fee of \$285 will be given at that time. If you are submitting the scannable exam forms to our Board, the examination fee of \$285 is to be paid by cashier's or certified check or money order payable to the "FSBPT" and sent with FSBPT scannable exam application and FSBPT testing payment information form to the Kentucky Board office.**
- c) **The Prometric Center test site fee, \$65 for PT applicants and \$50 for PTA applicants, will now be paid at a later date when you actually schedule your examination.**

3) **PHYSICAL THERAPY PROGRAM DIRECTOR LETTER** After you have actually completed all academic AND clinical portions of your CAPTE accredited PHYSICAL THERAPIST or *PHYSICAL THERAPIST'S ASSISTANT program*, ask the PT Director of your school to write this board a letter certifying your completion. You do not have to have actually gone through your graduation ceremony, but you must have completed all requirements, including your clinical education. The letter **MUST** be received before you can be scheduled for the exam or be issued a temporary permit. Copies of your diploma, transcripts, or letter from the school registrar are NOT an acceptable alternative. Applicants educated outside the United States must meet additional and separate requirements.

4) **FOUR HOUR HIV/AIDS EDUCATION REQUIREMENTS/INITIAL KY LICENSE**

Requirements are as stated in the enclosed instructions. There are 67 PT & PTA physical therapy schools which have had their HIV/AIDS education curriculum (core + specific lectures) approved by the Kentucky Cabinet for Health Services. If your school is not on the list, please consider seeking approval for it through the process outlined in the enclosed instructions. Graduates of those schools with KY CHS approved HIV/AIDS education are normally NOT issued a course completion certificate and therefore, one is not required as part of the application. You are expected to have completed the four-hour course requirement prior to being issued a permit or being licensed except under very special circumstances. Please read and follow the instructions enclosed concerning this matter.

5) **TEMPORARY PERMIT TO WORK**

If you are a first time exam candidate and wish to be employed classified as a Physical Therapist or Physical Therapist's Assistant in Kentucky before being issued a full license to practice, **you must, in ADDITION TO ITEMS 1-4 ABOVE**, submit a completed "Supervisory Agreement Statement" to the board, and be issued a temporary permit to practice. This is a one-time permit, valid until you have been notified of the results of your scheduled examination by the board. **YOU MAY NOT START WORK/BE EMPLOYED AS A THERAPIST OR ASSISTANT IN ANY MANNER UNTIL AUTHORIZED TO DO SO BY THE BOARD. YOUR FAILURE TO COMPLY WITH KRS 327.020 AND/OR ANY BOARD REGULATION COULD RESULT IN REFUSAL OF YOUR APPLICATION OR OTHER PENALTY.**

6) **EXAM REGISTRATION**

When all application requirements have been met, board staff will approve your online exam registration and the FSBPT will send out your Authorization to Test letter with instructions concerning selection of a test site and date.

7) **BACKGROUND CHECK**

NOTE: Criminal background check(s) are now conducted on each applicant. Each report is to confirm your response to the question concerning convictions on your application form. It is critical that you include the required court records for ALL convictions; not merely felony convictions. All convictions must be listed, not just in the last five years. Do not list minor traffic violations unless substance abuse is involved. Kentucky records checks are done through the Administrative Office of the Courts, Pretrial Services, 100 Millcreek Park in Frankfort (502/573-2350). Due to processing delays, Kentucky residents or persons residing in areas adjacent to the state may wish to go to Frankfort to obtain their background check and bring it to the board office.

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The Board of Physical Therapy does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services and will provide reasonable modification in the administration of all licensure exams for qualified individuals with disabilities. The qualified individual with a disability shall submit, to the board, documentation from an appropriate professional verifying the limitations imposed by his/her disability at the time of initial application. The individual with a disability shall request the effective modification.